

This handbook is to be used by DOA employees and employees of agencies that are attached for limited administrative purposes under s.15.03. This document represents agency policies and procedures and not enterprise policies.



Purchasing Card (P-Card) Handbook

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Purpose

This document outlines the policies and procedures for using DOA and DOA-supported agency employee p-card accounts. It provides definitions of roles, detailed explanations of processes and guidelines, job aids, and secondary source material.

Policy

1. The Department of Administration (DOA) requires uniform record of all p-card transaction costs to conform to state p-card policies. These rules and policies are based on the Wisconsin State Accounting Manual, the Procurement Manual, state statutes, and DOA policies.
 2. [STAR \(PeopleSoft\)](#) is the agency's system for managing all p-card transactions and making payments to the bank. The employee makes a p-card purchase from their office or the field, the transactions are subsequently loaded into the STAR Purchasing Module, and biweekly force approved for payment to the bank.
 3. Cardholders create [p-card logs](#) that contain the biweekly bank statement of transactions, receipts pertaining to each transaction made, and any required documentation. The p-card logs are sent to the Bureau of Financial Management (BFM) once they are completed and signed.
-

Role Definitions

User Role Name	Role Description
Cardholder	The employee who is issued a p-card
P-Card Reconciler	Reconciles the transactions in STAR. The employee can either be the cardholder or an assigned proxy who reconciles on behalf of a cardholder.
P-Card Reviewer	Reviews transactions for appropriateness of charges.
P-Card Maintainer	This role is located in procurement. The maintainer corrects errors for the transactions that fail to load from the bank file.
P-Card Administrator	This role is located in BFM. The administrator reviews and approves transaction lines that have been verified by the cardholder or proxy. The administrator also process applications, maintains US Bank accounts, and answers p-card program questions.

Business Process

Obtaining a P-Card

1. Cardholder fills out the [p-card application](#).
2. Cardholder's supervisor signs off on the p-card application.

3. The sponsoring division head signs the application.
4. The cardholder sends the application to BFM.
5. BFM reviews the application to verify all information is included and the coding is correct.
 - If there is an issue with the application, it may be sent back to the cardholder for revision.
6. BFM will order the card from US Bank and send the training materials/quiz to the cardholder.
7. Once the cardholder has passed the quiz, BFM will send the p-card to the cardholder.
8. The cardholder will need to activate their p-card by following the instructions included with the card.
 - **Please use all zeroes when asked for the last four digits of your social security number**

Using a P-Card

1. The cardholder uses the p-card for state business.
2. After two weeks, US Bank issues a statement for those weeks' worth of purchases.
3. Transaction are loaded into STAR by US Bank, and the cardholder reconciles the Chartfield coding for each transaction in STAR.
4. The cardholder puts together a p-card log using the statement, receipts, and any required supporting documentation.
5. The cardholder signs the [p-card log](#) and submits it to their supervisor for review.
6. The cardholder's supervisor reviews the cardholder's p-card log to verify the purchases were made on state business. If the purchases are acceptable, the supervisor should sign the log and send to BFM.
 - If the purchases are not acceptable, the supervisor should return the log to the employee to provide a check, addressed to the cardholder's agency, to reimburse the unacceptable costs. The check can be placed in the log with an explanation of what it is reimbursing specifically.
6. BFM audits the p-card logs to verify that all receipts and supporting documentation is there.
 - If there are any missing receipts or documents, BFM will follow up with the cardholder and their supervisor to obtain those receipts. If they cannot be obtained, the cardholder will need to reimburse the state for those costs.
7. BFM files the p-card logs for records management.

Basics of a P-Card

The DOA P-Card Program was created to simplify the acquisition and payment of goods and services made for State business. It is meant to reduce or eliminate administrative tasks that relate to other methods of purchasing. The P-Card Program is not to be used to circumvent the use of state contracts, purchasing laws, rules, policies or procedures.

All cardholders must be full-time or part-time employees of the State. Limited-term employees may receive an account with additional justification from the sponsoring division authority. Temporary employees working through a third-party contractor may not receive a p-card. Additionally, employees of foundations that are associated with the State are not to receive or make use of any state issued p-cards. Work units, divisions, bureaus, etc. may not be issued a p-card in their name to be shared by multiple employees. All p-cards must be issued to a single cardholder.

****P-cards are NOT a right of employment and can be revoked from any employee in the case of misuse.***

Use of a P-Card

In accordance with the [State of Wisconsin P-Card Manual](#), there are seven different procurement categories for purchases:

Procurement Categories	Dollar Values
Best Judgement	< \$5,000
Simplified Bid	\$5,000 to \$50,000
Mandatory, Optional, or Agency/Entity Contract created by either: <ul style="list-style-type: none"> Request for Bid (RFB) Request for Proposal (RFP) 	> \$50,000
Request for Purchasing Authority (RPA) <ul style="list-style-type: none"> Sole Source Emergency Legal Services Collective Purchasing 	\$Open
<ul style="list-style-type: none"> Piggyback Contracts 	\$Open
<ul style="list-style-type: none"> Intergovernmental Contracts 	\$Open
<ul style="list-style-type: none"> Interagency Contracts 	\$Open

For purchases greater than \$5,000, the cardholder must contact the p-card administrator. The p-card administrators will contact the p-card state maintainer to request the State Bureau of Procurement (SBOP) approval to use the p-card as the payment method for any purchases exceeding the limit for the categories listed above.

Single Transaction and Cycle Spending Limits

Each p-card will receive a credit limit that is set for each biweekly bank cycle as well as a single purchase limit. The standard maximum cycle limit cannot be more than \$10,000 without prior written approval from the p-card administrator and p-card maintainer. This means that in a two week period, the cardholder would be

unable to spend more than \$10,000 on their p-card. In addition to the cycle limit, each p-card is assigned a single purchase limit. The single purchase limit can be no more than \$5,000 without prior written approval from the p-card administrator and p-card maintainer. If the cardholder’s cycle limit is set lower than \$5,000, the single purchase limit will be set to the maximum amount of the cycle limit.

If a cardholder ever needs to have a higher cycle limit for either a temporary or permanent period of time, they must fill out the [5.4.1 Request Form](#) and send to the p-card administrators.

Allowable purchase examples:

- | | | |
|---|--|--|
| • Lodging | • Training (including registration fees) | • Items on certain State contracts, please follow up with the contract manager for clarification |
| • Printing, under \$50 | • Computer Supplies (i.e. keyboard, mouse, etc.) | |
| • Airfare | • Conferences (including registration fees) | • Advertisements |
| • Items for public areas (tissues, antibacterial wipes, bandaids, etc.) | | |
| • Rental Car | • Membership fees | • Reference materials for State related business |
| • Hotel and airport parking | • Office Supplies | |
| • Gas for Rental Cars | • Booth fees for conferences, job fairs, etc. | • Catering (with permission. Contact p-card administrators) |

Unallowable purchase examples:

- | | | |
|--|---|---|
| • ANY personal items | • Fuel/Gas (except when using a rental car) | • Printing, over \$50 (contact contract manager for further guidance) |
| • Individual meals | • Flowers/Gifts/Awards | |
| • Entertainment | • Leases (greater than 30 days) | • Utility bills (gas, electric, cable, internet, and pagers) |
| • Phone Bills | • Computer software without a written waiver from DET | • Split transactions circumventing the single purchase limit |
| • Parking (except airports or hotels) | • Career development/Tuition fees | |
| • Personal Items (tissue for individuals, medications, hand sanitizer for individuals, etc.) | | |

****These lists are not all inclusive and are subject to change at any point in time by BFM, Procurement, or the State Controller’s Office. Communication will be sent to all cardholders and cardholder supervisors if changes do occur.***

Common Purchase Type Requirements

Purchase Type	Items to Review	Supporting Documentation
Advertisements	<ul style="list-style-type: none"> Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose (For print) Copy of advertisement
Airfare	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts (DOA Employees Only) Out-of-State Authorization Form Business purpose; provide an agenda for any meetings, conferences, or training if airfare was purchased for that
Airline, Baggage Fees	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts (DOA Employees Only) Out-of-State Authorization Form Business purpose; provide an agenda for any meetings, conferences, or training if airfare was purchased for that
Booth Fees for Conferences, Job Fairs, etc.	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda
Catering	<ul style="list-style-type: none"> Does the purchase meet the guidelines in Section 6-7 of the Wisconsin Accounting Manual? Was the purchase previously approved by a p-card administrator? 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training Copy of email approval from p-card administrator List of attendees
Conference registration fees	<ul style="list-style-type: none"> Please see other purchase types for other purchases made for training. 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training (DOA Employees Only) If out of state, Out-of-State Authorization Form

Purchase Type	Items to Review	Supporting Documentation
Computer Supplies	<ul style="list-style-type: none"> Are these capital assets? (example: laptops) If yes, set aside for accounting. Was the cardholder charged Wisconsin sales tax? If it is software, was it approved by DET? 	<ul style="list-style-type: none"> Original receipt Business purpose (Software purchases only) DET waiver
Gas for Rental Car	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training if gas was purchased for that Provide proof of rental car (DOA Employees Only) If out of state, Out-of-State Authorization Form
Hotel & Airport Parking	<ul style="list-style-type: none"> Was the cardholder actually traveling from the airport or staying at the hotel? 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training if airfare or hotel was purchased for that (DOA Employees Only) If out of state, Out-of-State Authorization Form
Items for Public Areas	<ul style="list-style-type: none"> Were items such as facial tissues, antibacterial wipes, first aid items purchased? Are they for public areas and not individual State employees? Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose
Items, On Certain State Contracts	<ul style="list-style-type: none"> Is this for printing over \$50? If so, this is not allowed. Is there a purchase order created for this purchase? 	<ul style="list-style-type: none"> Original receipts Business purpose

Purchase Type	Items to Review	Supporting Documentation
Lodging (In-Wisconsin)	<ul style="list-style-type: none"> Was the cardholder following the lodging guidelines from the UTSA? Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training if lodging was purchased for that
Lodging (Out-of-Wisconsin)	<ul style="list-style-type: none"> Was the cardholder following the lodging guidelines from the Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities? 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training if lodging was purchased for that (DOA Employees Only) Out-of-State Authorization Form
Membership Fees	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts Business purpose
Office Supplies	<ul style="list-style-type: none"> Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose
Printing, under \$50	<ul style="list-style-type: none"> Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose
Reference Materials	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training
Rental Car	<ul style="list-style-type: none"> Is the vendor on a contract with the State? If the vendor is not on a state contract, is there justification for it? Was a fleet car available? Was the cardholder charged Wisconsin sales tax? 	<ul style="list-style-type: none"> Original receipts Business purpose; provide an agenda for any meetings, conferences, or training if rental car was purchased for that (DOA Employees Only) If out of state, Out-of-State Authorization Form
Training Registration Fees	<ul style="list-style-type: none"> Please see other purchase types for other purchases made for training. 	<ul style="list-style-type: none"> Original Receipt and/or email confirmation Agenda Business purpose

Card Contract Vendor

The State of Wisconsin p-cards are currently issued by US Bank. Each cardholder receives an account in US Bank Access Online, which is put together by the p-card administrators. This profile contains the cardholder's information which is received on the [p-card application](#).

The cardholder does not have the ability to change or alter any information on their cardholder account. If the cardholder needs to change any of their account information, they must contact the p-card administrator to have those changes made. Even though the cardholder may not alter their p-card information, they may have access to their billing statements and transaction history on [US Bank Access Online](#).

All cardholders are required to sign up to gain access to their billing statements online. Please complete the following steps:

1. Go to: <https://access.usbank.com> and click "Register Online."
2. When asked to enter your company short name, please use: **stwisc**.
3. Type your 16-digit account number in the "Account Number" field, without spaces or dashes (e.g., 1234567891234567).
4. Select the month your account expires from the "Account Expiration Date Month" drop-down list.
5. Select the year your account expires from the "Account Expiration Date Year" drop-down list.
6. Click "Register This Account: if you have only one account register. If you have more than one account to register, click "Additional Account."
7. The Licensing Agreement page displays for your review. If you agree, click "I Accept" to continue.
8. User IDs must be 7 to 20 characters in length and can be alpha and/or numeric. User IDs must also be unique; try to think of a distinctive ID (use your state issued IAM).
9. Passwords must be 12 to 20 characters in length with at least one alpha, one numeric and one special character, and are case sensitive.
10. User Verification authenticates your account if you forget your User ID or Password.
11. Three Authentication question fields must be completed. Select a question from each question drop-down list and enter the response for each.
12. Complete the contact information fields; fields with a red asterisk are required.
13. Phone and Fax number fields should not include dashes, hyphens, parentheses or spaces (i.e. 6051234567).
14. When you are finished entering the card you need to register, click "Continue," you must contact your p-card program administrator for assistance.

15. If any of your entered information is not valid, the system will return an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.

After following the previous steps, the cardholder should officially be able to enter Access Online. For a more detailed description on self-registering, please review [8.1.2 Self-Registration Guide \(2\)](#) on the [BFM SharePoint site](#).

Reconciliation of Transactions & Bank Payment

When a cardholder makes a p-card purchase, it is loaded into STAR from US Bank with the default coding indicated on the cardholder's application. Please make sure that you select the appropriate coding for your p-card transactions. If you are unsure of your coding, please contact the [BFM P-Card inbox](#).

Biweekly on Thursday after each billing statement date, all of the p-card transactions loaded from US Bank into STAR are force approved by the p-card administrators. This means the cardholder **MUST** reconcile all p-card transactions in STAR by Wednesday after each billing statement date. Please note legal holidays may effect this deadline. BFM will communicate deadline changes to cardholders ahead of time. After the force approval is done, there is no way for the cardholder to make any changes to their transaction.

To properly reconcile a transaction in STAR the cardholder must do the following things (instructions on next page):

- [Change code in the account chartfield](#).
- Verify that all the transactions in STAR were created by the cardholder.
- Verify that there are no budget errors in the chartfield coding.
- Change the status from Staged to Verified.
- (Optional, BFM strongly encourages all cardholders take this step) Load scans of all receipts into STAR.

Please note that **NONE** of the account chartfields should be left at 8085000. This code is only to be used by members of BFM as a default in cardholder profiles. Cardholders who do not reconcile their transactions in STAR may be subject to disciplinary action up to suspension or termination of the p-card account.

Once the p-card transactions are force approved in STAR, they become vouchers and are automatically approved for payment. If there are budget errors on p-card vouchers, the cardholder will be contacted, and if necessary the cardholder profile will be updated with the coding changes.



Job Aid: Reconciling P-Card Transactions

Summary: This document provides a step-by-step guide to reconciling p-card transactions in STAR.

Step	Action
1.	Login to STAR using your IAM username and password (https://starfin.wi.gov)
2.	Navigate to the Reconcile Statement page: FSCM Employee Self-Service > PCARDS
3.	<p>(This step is only for employees who are proxies for other cardholders) On the Reconcile Statement Search, page enter your information into the Employee Name, Billing Date, and Statement Status (select Staged) sections.</p> <p>The screenshot shows the 'Reconcile Statement Search' form. The 'Name' field is highlighted with a red box. The 'Billing Date' and 'To' fields are also highlighted with a red box. The 'Statement Status' dropdown menu is highlighted with a red box. The 'Exact Match' checkbox is checked. The 'Transaction Date' is set to 12/21/2018 and the 'To' date is 03/21/2019. The 'Rows Per Page' is set to 50. The 'Search' and 'Clear' buttons are at the bottom.</p>

Step

Action

4.

On the **Reconcile Statement** page, go through the list of p-card transactions. All transactions should be set as **Staged**, meaning they have not yet been reconciled by the cardholder.

[Reconcile Statement](#)

Procurement Card Transactions

Empl ID Name

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

1-2 of 2 View All

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	USBK	*****	01/04/2019		Staged	2,068.56	USD			Valid	Valid
2	<input type="checkbox"/>	USBK	*****	01/02/2019		Staged	400.00	USD			Valid	Valid

☒ Select All ☐ Clear All

Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

5.

Change the account Chartfield from 8085000 to the [account code](#) that best describes what was purchased, and verify that the rest of the coding is correct. Click on the **Distribution** icon.

[Reconcile Statement](#)

Procurement Card Transactions

Empl ID Name

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

1-2 of 2 View All

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	USBK	*****	01/04/2019		Staged	2,068.56	USD			Valid	Valid
2	<input type="checkbox"/>	USBK	*****	01/02/2019		Staged	400.00	USD			Valid	Valid

☒ Select All ☐ Clear All

Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

Check the **GL Unit, Budget Ref, Appropriation, Dept, and Account (MUST be changed)**. If the cardholder has project coding, check to make sure the coding is current as well.

ProCard Account Distribution

Line 1

Billing Date 01/11/2019

SpeedChart

PO Qty 1.0000

Billing Amount 2068.56 USD

Transaction Unit Price 2068.56000

UOM EA

Unit Price 2068.56000

*Distribute By Amount

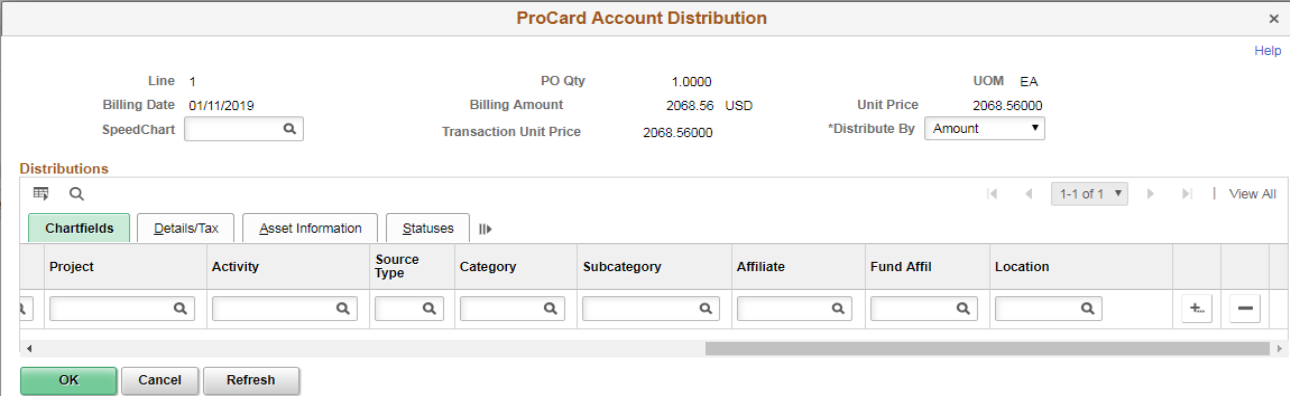
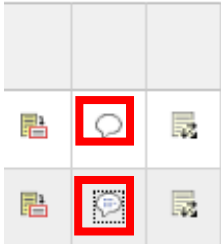
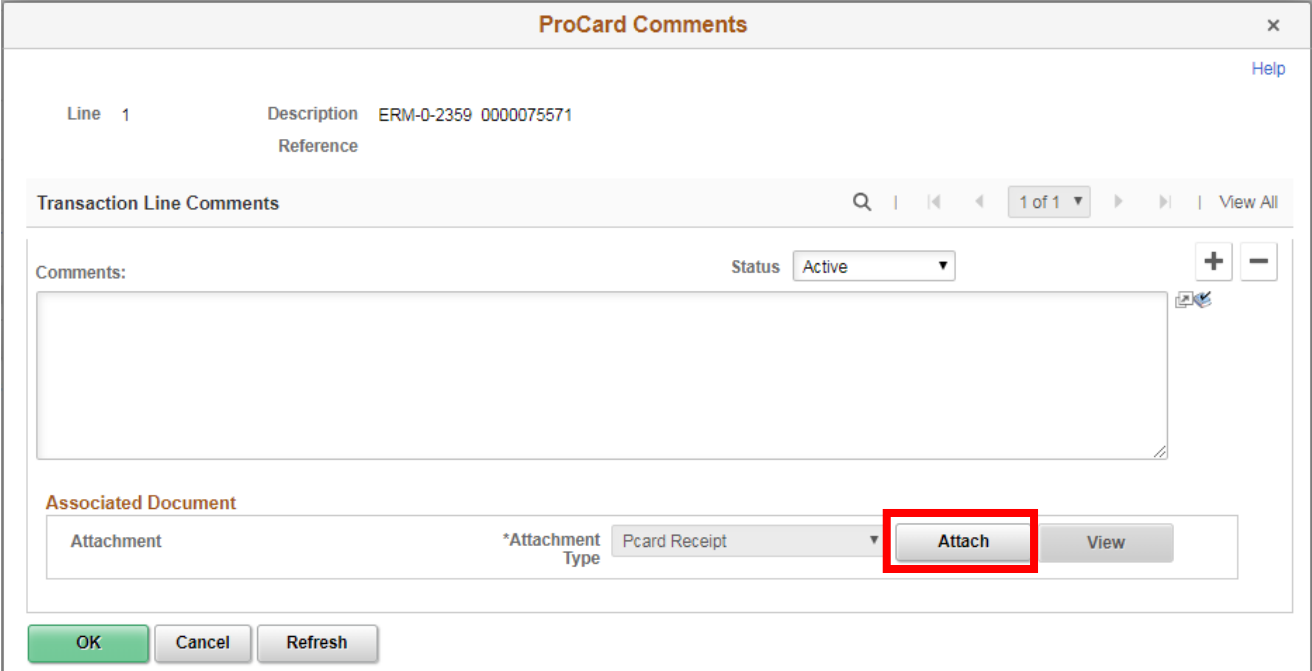
Distributions

1-1 of 1 View All

Dist	Percent	Amount	Currency	*GL Unit	Bud Ref	Fund	Appropriation	Dept	*Account	Program	Oper U
1	100.0000	2068.56	USD	50500	FY2019	16100	12600	505D500000	8085000		D0060

OK Cancel Refresh

(Step 5 continued on next page)

Step	Action
5.	<p>To add additional lines of coding, use the plus sign to the right of the distribution line.</p>  <p>Click OK to return to the Procurement Card Transaction page. The budget statuses for your transactions should change to Not Chck'd.</p>
6.	<p>(Optional) Click the comments icon to add comments and/or attachments for each transaction.</p> 
7.	<p>(Optional) Click the Attachment button on the bottom right. Browse for the document you want and upload. Click Ok when you are done adding documents.</p> 

Step

Action

8.

Back on the Procurement Card Transactions page, check the checkbox next to any transactions that was updated and is now in **Not Chck'd** status. Then select the Validate Budget button at the bottom right of the screen.

Reconcile Statement

Procurement Card Transactions

Empl ID [REDACTED]

Name [REDACTED]

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction

Billing

11

		Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	USBK	[REDACTED]	01/04/2019	[REDACTED]	Staged	2,068.56	USD			Not Chk'd	Valid
2	<input type="checkbox"/>	USBK	[REDACTED]	01/02/2019	[REDACTED]	Staged	400.00	USD			Not Chk'd	Valid

☒ Select All

☐ Clear All

Stage

Verify

Approve

Validate Budget

Search

Purchase Details

Split Line

Distribution Template

Save

Notify

Refresh

9.

When the **Budget Status** and **Chartfield Status** are valid, change the status from **Staged** to **Verified**. Then click **Save**.

Reconcile Statement

Procurement Card Transactions

Empl ID [REDACTED]

Name [REDACTED]

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement

Transaction

Billing

11

		Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	USBK	[REDACTED]	01/04/2019	[REDACTED]	Verified	2,068.56	USD			Valid	Valid
2	<input type="checkbox"/>	USBK	[REDACTED]	01/02/2019	[REDACTED]	Staged	400.00	USD			Not Chk'd	Valid

☒ Select All

☐ Clear All

Stage

Verify

Approve

Validate Budget

Search

Purchase Details

Split Line

Distribution Template

Save

Notify

Refresh

P-Card Logs

P-card logs are required with each billing cycle and are due to BFM within TWO WEEKS of the billing statement date. Those who fail to turn in their p-card logs on time may face disciplinary action ranging from temporary suspension of the p-card up to termination of the account. Additionally, any transactions that lack receipts are required to be reimbursed to the State of Wisconsin by the cardholder with applicable sales tax.

P-Card Log Example:

All fields on the p-card log must be filled out before being submitted to the Bureau of Financial Management. P-card logs sent without the required signatures will be sent back to the cardholder and be considered late. I

◇ If you are out of p-card logs or would like the file to print, please contact doabfmpcard@wisconsin.gov.

Wisconsin Department of Administration										Submit to BFM, Accounts Payable																			
Division of Enterprise Operations										P.O Box 7869																			
DOA-5585										Madison, WI 53707-7869																			
This signed log is to be submitted to the Bureau of Financial Management within two weeks after the end of this billing statement.																													
Purchasing Card Log																													
Cardholder (Employee) Name (as shown on payroll)										Business Unit (numeric)					Statement Date (mm/dd/ccyy)					Page 1 of 1									
First Name Last Name										50500					1/10/2018														
Purchase Date (mm/dd/ccyy)		Vendor			Business Purpose								Cost		Receipt Included		or		Check Included										
1/1/2018		Staples			Pens for office use								2.99		<input checked="" type="checkbox"/>				<input type="checkbox"/>										
1/3/2018		Kwik Trip			Gas for rental vehicle for conference								27.45		<input checked="" type="checkbox"/>				<input type="checkbox"/>										
1/3/2018		Holiday Inn			Room for conference - Missing receipt. Check Included								82		<input type="checkbox"/>				<input checked="" type="checkbox"/>										
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															<input type="checkbox"/>				<input type="checkbox"/>										
										Page Total					112.44														
										Card Total					112.44														
The above purchases on the State of Wisconsin Purchasing Card have been reviewed and reconciled in STAR. Receipts are included in order of occurrence.																													
Handwritten Signature by Cardholder										1/12/2018					Handwritten Signature by Supervisor										1/15/2018				
Cardholder Signature										Date (mm/dd/ccyy)					Supervisor Signature										Date (mm/dd/ccyy)				
Please note that all transactions require original receipts. If the cardholder is unable to provide the original receipt, the cardholder needs to write a check for the amount of the missing receipts and place it in the log with the other supporting documentation for that billing cycle.																													

Each p-card log must contain:

- US Bank billing statement (this can be retrieved on the cardholder's US Bank profile or via USPS)
- Receipts for all transactions, including credit receipts
- Cardholder Signature
- Supervisor signature
- Descriptive business purpose for each transaction

Examples of appropriate documentation for a p-card log may include:

- Original receipt
- Sales invoices
- Packing slip with transaction amount
- Shipping Manifest
- Internet order confirmation print-out
- Emailed receipts (if originally received via email)
- Out-of-State Authorization form
- Conference/Meeting Agenda
- List of attendees (catering or break items for meetings/conferences/etc.)

Please note that this list is not all inclusive. The items on this list do not pertain to all p-card logs.

Record Retention

All p-card transactions are considered state records per Wisconsin Records Management Law. It is the cardholder's responsibility to maintain detail records of all purchases made on a state p-card through p-card logs. The p-card logs can be made subject to open records requests for the duration of six or more years. It is not required, but highly suggested by BFM that all cardholders maintain a separate record of all p-card logs. Cardholders can scan and attach receipts to their transactions in the STAR purchasing module and/or keep copies of their logs on file in their offices. This prevents any problems in the event a p-card log becomes lost in transit to the cardholder's supervisor or BFM.

Please remember, any transactions missing receipts are required to be reimbursed to the state by the cardholder or the cardholder's supervisor. Any cardholder who has questions about appropriate documentation can contact doabfmpcard@wisconsin.gov for assistance.

Employee Supervisor Expectations

Supervisor's are responsible for their employee's card use and are the first line of audit before the p-card log is sent to BFM. It is the responsibility of the supervisor to understand the p-card rules, monitor the usage of all employee's p-card through audit of the employee's p-card log, and take appropriate action in the event of p-card misuse. Failure to adhere to the rules and conditions of the p-card program may result in revocation of supervisor roles pertaining to p-cards. Additionally, failure to comply with any rules or guidelines published by the Bureau of Financial Management, the [Wisconsin Accounting Manual](#), and the [State Procurement Manual](#) may result in disciplinary action up to or including changes in employment status.

The employee supervisor will:

- Review all employee transactions for appropriate state use.
- Sign the log if it fits within the guidelines in the two previous points.
- Make sure all receipts are located in the employee's log for each transaction.
- Ensure the employee's p-card log is delivered to BFM within two weeks of the billing statement.

The employee supervisor will not:

- Sign the employee's log prior to reviewing it.
- Give the employee permission to use their p-card if it breaks rules and guidelines set by BFM, Procurement, or the State Controller's Office under any circumstances.

Supervisors who give their employee permission to use their p-card that breaks rules and guidelines set by BFM, Procurement, or the State Controller's Office may be required to reimburse the costs on behalf of their employee.

Cardholder Expectations

The cardholder is responsible for using their p-card for legitimate state purchases, maintaining proper record of all transactions, and adhering to all set deadlines. They are also responsible for understanding and complying with all rules and guidelines published by the Bureau of Financial Management, the [Wisconsin Accounting Manual](#), and the [State Procurement Manual](#). Failure to comply with rules and guidelines may result in the termination of the p-card account and/or employment status.

The cardholder will:

- Resolve all vendor disputes
- Protect the security of the p-card at all times
- Report any fraudulent activity immediately to US Bank
- Submit all p-card logs with appropriate documentation within two weeks of the billing statement

The cardholder will not :

- Loan their p-card to any other person, even State employees
- Circumvent single purchase limits by making multiple transactions for one charge
- Make any personal purchases with their State issued p-card

Cardholders who misuse their p-cards will need to reimburse the state for inappropriate purchases or purchases missing proper documentation. Please note all transactions missing receipts will require the cardholder to reimburse the state.

Travel

Cardholders who travel for state business are encouraged to use their p-card for certain type of purchases: lodging, airfare, baggage/porterage fees, rental cars, gas for rental cars, hotel and airport parking, training registrations, conference registrations, etc.. Travelers using their p-card for travel are expected to follow all

the rules indicated in the [Travel Manual](#), [Wisconsin Accounting Manual](#), [UTSA](#), and [Procurement Manual](#).

Expenses that require a STAR expense report include meals, parking anywhere that is not an airport or hotel, and gas for nonrental vehicles. Additionally, the receipt rules regarding travel only apply to expense reports. Regardless of what the [Travel Manual](#) indicates, receipts are required for every single p-card transaction made. Any travel transactions missing receipts will be reimbursed to the State by the cardholder.

In addition to reviewing this handbook, please review the [Travel Manual](#) closely before using a p-card during travel.

P-Card Security

The cardholder is responsible for monitoring their weekly transactions in STAR, which are downloaded from US Bank. Each transaction should be reviewed against receipts to verify that the correct amount was charged and that the charge was not fraudulent. To reduce the risk of accidental usage or fraud, never save a State issued p-card as the default card on any accounts where personal purchases are also made (i.e. eBay, Amazon, PayPal, etc.). To further prevent the risk of a fraudulent charge or inappropriate purchase, the cardholder may never physically give their card or card information to anyone other than merchants/vendors. P-cards should be carefully guarded, and no copies should be made of the p-card ever. Never give your p-card information to a merchant via unsecured methods such as email or text message.

If you suspect fraud on your p-card, please immediately contact the 1-800 number listed on the back of the cardholder's p-card. US Bank will issue a new card and card number directly to the cardholder. After a cardholder receives their new p-card in the mail, they must contact the p-card administrator with the new p-card information. Otherwise, the p-card will not work in STAR.

Application Process

1. Complete the [p-card application \(form DOA-3584\)](#).
 - Make sure the application is signed by the cardholder, the cardholder's employee supervisor, and the sponsoring agency authority.
2. Send application to:
 - BFM-Accounts Payable
 - PO Box 7869
 - Madison, WI 53703
3. BFM - Accounts Payable will review the application for appropriate signatures, accurate coding, and employee details.
4. The cardholder account will be created in US Bank and a card ordered.

Additional Resources

[BFM SharePoint](#)

[Chart of Accounts](#)

[DOA-6264 Out of State Authorization](#)

[DPM-0480-CC/TSA- High Rates Out-of-State Cities](#)

[P-Card Application](#)

[Procurement Manual](#)

[Purchasing Card Manual](#)

[Section F - UTSA](#)

[STAR Finance](#)

[Travel Manual](#)

[Wisconsin Accounting Manual](#)

Frequently Asked Questions

What is my agency's business unit?

Business Unit	Agency
38000	Department of Tourism
38500	Kickapoo Valley Reserve Management Board
42700	Labor & Industry Review Commission
43200	Board on Aging & Long Term Care
43800	Board for People with Developmental Disabilities
50500	Department of Administration
52500	Office of the Governor
54000	Office of the Lieutenant Governor
57500	Office of the Secretary of State
58500	Office of State Treasurer
67000	Judicial Council

Are copies of original receipts acceptable in p-card logs?

Original receipts are required for all transaction and should be sent in with the p-card log. Exceptions can be made under certain circumstances. [Contact the p-card administrators](#) for any questions regarding what is acceptable receipt documentation.

What is the statement date?

The statement date can be found in the top right corner of the US Bank statement. Additionally, cardholders can look up the impending statement dates by using the [Peoplesoft PCard Billing Cycle and Approval Dates](#) calendar put out by procurement.



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

ST OF WI - DOA

ACCOUNT NUMBER XXXX-XXXX-XXXX

STATEMENT DATE 11-17-17

TOTAL ACTIVITY \$ 254.00

000001666 01 SP 0.500 106481311245691 P

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

What if a merchant doesn't provide a receipt?

When making any purchases request a receipt. If you forget to ask for a receipt, contact the merchant immediately to have them provide a copy. Any purchase made without a receipt will be reimbursed to the State by the cardholder.

What happens if a merchant charges State tax on a purchase?

It is the cardholder's responsibility to tell all merchants that they are tax exempt. All p-cards have the tax exemption number embossed on the front for convenience. If a merchant charges sales tax by mistake, the cardholder should contact that merchant for a refund of the tax. If the merchant will not or cannot make the refund, the cardholder must reimburse the State for the sales tax charged.

What happens if a merchant charges sales tax in a different state?

That is acceptable. The cardholder is only tax exempt in Wisconsin.

What happens when a cardholder makes a personal purchase on their State issued p-card by accident?

The cardholder must contact the p-card administrators immediately after catching the error. They should place a check in their p-card log for the amount of the personal charge for the billing period that the charge was made during. Additionally, the cardholder may face disciplinary action including termination of their p-card account and/or change in employment status.

What happens when a cardholder makes a travel purchase that should have been on an expense report?

The cardholder is expected to reimburse the State for the expense. They are still able to submit an expense report for that purchase. Please refer to the [Travel Manual](#) for more information on expense reports.

Can cardholders put catering expenses on their p-card?

Only with written permission from a p-card administrator. When [contacting the p-card administrators](#) please have ready the business purpose, the approximate amount of people being served, and the approximate date for the catering. Please make sure that the planned catering expenses follow the guidelines outlined in [section 06-07 of the Wisconsin Accounting Manual](#).

Do all cardholders really NEED to sign up for a US Bank online account since statements come in the mail?

Yes. Since the p-card logs are due to BFM within two weeks of the statement date, access to [US Bank online](#) will ensure that all cardholders have access to their p-card statements as soon as they are available. Currently it takes 7-10 days for cardholders to receive their statements in the mail, which could cause a delay in the submittal of the p-card log to BFM.

What should happen when a cardholder is leaving their position at the State?

The card should be destroyed and discarded. Please contact the p-card administrator to terminate the US Bank account.

What should happen when a cardholder is changing positions in the State?

If the cardholder is moving to a new department/division/bureau/etc. the card still needs to be terminated. If their new position requires a p-card, they will need to receive a new card through their new department. If the cardholder is moving to a new position within their current department/division/bureau/etc. they should contact their new supervisor and the p-card administrator to determine if the p-card is still a necessity of the new position.

Do supervisors need to contact the p-card administrator if they have a new employee that needs a p-card?

No. Just have your employee fill out the application and send it to the attention of the p-card administrators at BFM. If you have questions about the application, please [contact the p-card administrators](#).

What if a cardholder's card is suspended, but they have to use it for travel or office purchases?

This matter needs to be worked out with the p-card administrators. P-cards are typically suspended under very specific circumstances. [Contact the p-card administrator](#) who suspended your card.

What if a cardholder does not believe they need to reimburse the state for a purchase, even though they were asked to?

Cardholders are typically not asked for reimbursement and will only be asked to reimburse the state for misuse of the p-card. The cardholder can reach out to their supervisor to work with the p-card administrators to determine if the reimbursement is necessary. If it is determined so, the cardholder will be required to proceed with reimbursement of the state.

What does a cardholder do when their p-card expires?

US Bank will send a new p-card automatically when a p-card expires. The cardholder must activate the p-card per the instructions included with their new card in the mail. They should also contact the p-card administrator so that their new card information can be added to STAR.

What does a cardholder do when their p-card is lost/stolen or there was fraud on the card?

Contact US Bank using the 1-800 number on the back of the card. They will issue a new card and card number. The cardholder must activate the p-card per the instructions included with their new card in the mail. They should also [contact the p-card administrator](#) so that their new card information can be added to STAR.

Why doesn't the last four digits of my social security number work when activating my p-card?

Please use all zeros when asked for the last four digits of your social security number. Since the p-card is for the state, the p-card account won't be tied to the cardholder's personal information.

Where can cardholders get more p-card logs?

BFM always has a supply of p-card logs, and all cardholders are welcome to take some. Additionally, the template for the p-card log is stored on the [BFM SharePoint site](#) and is also accessible if cardholders need to print their own logs.

What if a receipt is originally received electronically?

That would be considered the original receipt. It can be printed and added to the p-card log.

Are online purchases tax exempt?

No. If a website charges sales tax, cardholders must pay it.

Quick Reference: Account Codes

When reconciling p-card transactions in STAR, the account Chartfield needs to be reassigned from the default code 8085000. See the chart below for a list of commonly used account codes. Additionally, you may reference the [STAR Account Chartfield Manual on the DOA SharePoint](#) site for additional codes.

STAR Account Code	Description
7312000	Travel Employee In-WI Business
7335000	Travel In-WI Catered Meals
7314000	Travel EE In-WI Conference Convention Training
7316000	Travel EE Out-of-WI Business
7318000	Travel EE Out WI Conference Convention Training
7388000	Communications - Other Expenses
7410000	Rental of Space State Owned
7415100	Rental of Booth Space
7415000	Rental of Space Privately Owned
7440000	Rental of Vehicles
7460000	Rental of Other Equipment
7485000	Maintenance & Repairs - IT Equipment
7495000	Maintenance & Repairs - Other Equipment
7800000	Postage
7805000	Freight & Handling
7810000	Subscriptions
7880000	Miscellaneous Services
7880002	Background Checks
8030000	Supplies - Building Maintenance
8040000	Supplies - Vehicles
8050000	Fuels for Vehicle Use
8070000	Materials & Supplies - Other
8071000	Employee Safety Supplies
8070100	Office Supplies

Resources and Contacts

DOA SharePoint site: <https://agency.wisconsin.gov/sites/DOASTAR/BFM>

- If you are having difficulty accessing the SharePoint site, please contact your p-card administrators

STAR Connection: starconnection.wi.gov/Home

General P-Card Inquiries/Questions: doabfmpcard@wisconsin.gov

DOA P-Card Administrators:

- Anthony Pilsner: anthony.pilsner@wisconsin.gov, (p) 608-266-8413
- Chuck Simon: charles.simon@wisconsin.gov, (p) 608-266-2308

US Bank Customer Service: 800-344-5696